



FOOD AND DRUG ADMINISTRATION
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Announcement Number: FDA-9-4014

Opening Date: April 5, 1999

Closing Date: April 26, 1999

Position Title: Program Support Specialist

Series & Grade: GS- 301-9

Promotion Potential: None

Salary Range: \$33,650 - \$43,747 per annum

Area of Consideration: All Sources (This is a combined announcement for both competitive examining, i.e., external hiring, and merit promotion, i.e., internal hiring. Applicants without status are only eligible to apply under competitive examining. Applicants with status who wish to be considered under both types of recruitment must submit two separate applications. If only one application is received, status applicants will be considered under merit promotion procedures only).

Type of Appointment: Career/Career Conditional

Relocation expenses: Will not be paid

Organization, Duty Location: DHHS, FDA, Center for Veterinary Medicine (CVM), Office of the Director/Office of Management and Communications, Rockville, Maryland, Metro Park North 2 Building

Condition of Employment: Certain positions within the FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek additional information during the interview process from the Ethics and Personnel Security Branch at (301) 827-5511 prior to accepting such a position.

JOB SUMMARY:

The incumbent provides a variety of staff support and program management assistance to the Office Director by performing administrative research on program issues, conducting studies, and evaluating and analyzing data. **Specific duties include:**

- As a member of the team, plans, organizes, carries out, and evaluates special projects affecting the administration of programs.
- Develops position papers to explain study findings and recommendations.
- Writes operating procedures documenting office policies and method
- Serves as point of contact for the office.
- Prepares special reports, presentations and summaries for the Office Director.
- Evaluates, analyzes and correlates all information relevant to the subject and drafts reports, summaries and presentations.
- Personally responds to inquiries addressing program management issues, such as the Office policies.
- Monitors and reviews incoming requests for programmatic action or information.
- Researches specific information on FDA/CVM functions and activities.
- Edits a variety of documents prepared by professional staff and assists in committing scientific observations and analyses to writing.
- Represents the Office or Agency at meetings or as a member of working groups to advocate their policies and priorities.
- Provides immediate and continuing support by briefing the supervisor on a variety of confidential matters.

QUALIFICATIONS:

SPECIALIZED EXPERIENCE is experience which is typically in or directly related to the work of the position such as: experience coordinating and participating in the administration of program activities.

All applicants must meet the above qualification requirements within 30 days after the closing date of this announcement. In addition, status candidates applying under merit promotion procedures must meet time-in-grade requirements within 30 days after the closing date.

Candidates must have 2 full years of progressively higher level graduate education or master's or equivalent graduate degree **OR** Candidates must have 52 weeks of specialized experience equivalent to the GS-7 level.

EVALUATION METHOD:

Candidates found basically qualified will be further evaluated by determining the extent to which their work or related experience, education, training, awards, etc., indicate their possession of the knowledge, skills, and abilities (KSA's) described below.

1. Ability to interpret and apply procedures, rules, and regulations.
2. Ability to organize work.
3. Ability to communicate in writing.
4. Ability to communicate orally.

HOW TO APPLY:

A. Candidates may submit an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application **must** include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, courses titles, dates, number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required prior to employment)

B. Additional Information

The following information/documents should be submitted with your application/resume, if checked:

- ☒ 1. Written response to the knowledge, skills and abilities
- ☒ 2. If claiming veterans' preference, DD-214 if claiming 5 points veterans preference
- ☒ 3. Both DD-214 and SF-15 if claiming 10 points veterans preference
- ☒ 4. College transcripts or list of courses, including title, credit hours and grade for each course
- ☒ 5. For status candidates, copy of most recent performance appraisal/evaluation, and a copy of last SF-50, Notification of Personnel Action
- ☒ 6. Applicant Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Veteran's Preference for Federal Jobs:

If you served on active duty in the United States military and received an honorable or general discharged, you may be eligible for veterans' preference. Service starting after October 15, 1976, requires a Campaign Badge or Expeditionary medal, or service connected disability requirements. For information about eligibility requirements, call 912-757-3000 and request Veterans' Preference for Federal Jobs: CE-101

To Claim veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

- If claiming 5 point veterans' preference, list the dates (month, day, year) and branch of any active duty served.
- If claiming 10 point veterans' preference, attach an SF-15, Application for 10 Point Veteran's Preference, plus the proof required by that form.

*The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at www.opm.gov.

Surplus or Displaced Employees in the Department of Health And Human Services (DHHS) Requesting Special Selection Priority Consideration Under The Career Transition Assistance Program (CTAP)

If you are currently a DHHS employee you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive priority consideration, you must:

1. Be a current DHHS employee serving under an appointment in the competitive or excepted service in tenure group I or II, in receipt of (1) a Reduction in Force (RIF) specific separation notice, (2) a notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area, (3) a Certificate of Expected Separation (CES), or (4) other official notice that indicates the employee is surplus or eligible for discontinued service retirement (DSR) or as being in a surplus organization or occupation, and the date of the separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the separation notice, CES, or other official notice along with your application in order to receive special priority consideration;
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated;
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package;
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration;
5. Submit your application (including all required documentation) by the vacancy announcement closing date and meet all the application criteria; and
6. Be rated well qualified for the position.

"Well Qualified" means: a surplus/displaced employee must meet the minimum qualifications and eligibility requirements for the position, including any documented selective factor(s), and be rated and ranked under the same procedures as merit promotion applicants to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSAs) to succeed in the position being filled. A cut-off score will be used to determine the well qualified applicant(s).

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the time frames established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skill, and abilities (KEAS) to succeed in the position being filled. Under merit promotion procedures, a cut-off score will be used to determine the well qualified applicant(s). Under delegated examining procedures, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

Send or bring applications to: Food and Drug Administration
 Office of Human Resources and Management Services
 Attn: Mary Goodson
 Room 211, Metro Park North I, HFA-423
 7520 Standish Place
 Rockville, MD 20857

Faxed copies of this announcement may be obtained by calling (301) 827-4287 or visit our Website at www.Usajobs.opm.gov/a9fda.htm.

Applications received become the property of the Office of Human Resources and Management Services (OHRMS).

Applications submitted in postage paid Government envelopes will not be accepted.

Additional forms and information may be obtained from the address above or by calling Mary Goodson at (301) 827-7332. Candidates must submit a complete application package that is received or postmarked by the closing date of this announcement.

All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age (with authorized exceptions) or any other non-merit factor.